

BROADCAST 5147

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TIME: 9:15 a.m.

TO: Local Department of Social Services Directors, Foster Care and Adoption Supervisors and Staff

FROM: Paul D. McWhinney, Director, Division of Family Services
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SUBJECT: OASIS Data Entry for Monthly Caseworker Contacts with Children in Foster Care

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This is the second in a series of Broadcasts regarding procedures to comply with federally mandated requirements for caseworker contacts with children in foster care (see [Broadcast 5131](#) for initial guidance on this issue). The purpose of this Broadcast is to inform local departments of social services (LDSS) of initial changes in the OASIS system to ensure accurate collection of data regarding contacts made by caseworkers with children in foster care. These OASIS changes were developed by a group of OASIS users and Virginia Department of Social Services (VDSS) child welfare staff and reflect their consensus as to the best way to ensure caseworkers' contacts are captured consistently across the state.

Background: On June 30, 2008, Virginia submitted federal fiscal year (FFY) 2007 baseline data to the Administration for Children and Families (ACF) on face-to-face monthly contacts with each and every child in foster care which was calculated at 19.20% (federally required compliance rates must be at 90% or above by Oct. 31, 2011). The local/state workgroup determined that one method of assuring accuracy in future calculations of caseworker contacts required revisions to the OASIS Contact Screen pick list that would help all workers easily select the appropriate type of face-to-face visit. Until the recommended OASIS changes could be made, workers were informed in [Broadcast 5131](#) which type/location of contacts to select. As of Sept. 1, 2008, workers should select the type and location of contact based on the following changes to the Contact Screen Type/Location pick list.

Contact Types
Face to Face (Court)
Face to Face (Child Care Provider)
Face to Face (DSS Office)
Face to Face (Home)
Face to Face (Child's place of residence)
Face to Face (Residential Facility)
Face to Face (School)
Face to Face (Other)

Provider visit (Unannounced)
E-mail
Letter
Fax
Telephone
Other

Recording Worker Contacts in OASIS

The most significant change to the OASIS Contact Screen pick list is the addition of the item “Face-to-Face (Child’s Place of Residence).” This item should be selected for all contacts that occur in the child’s place of residence, including the relative foster home, non-relative foster home, group home, residential center or independent living arrangement. **NO OTHER SELECTION SHOULD BE MADE IF THE CONTACT OCCURRED IN THE CHILD’S DESIGNATED PLACE OF RESIDENCE.** “Face-to-Face (Home)” should be selected when contact is made in the home (i.e., the home where the child is to be reunified with the adults from whom he had been removed) where the child is on a trial home visit.

Please note that four (4) “Face-to-Face” pick-list items were removed including “Work Site,” “View Work Site,” “Failed Attempt” and “Day Care Center.” These were identified by the work group as either unnecessary or outdated. Workers should use “Face-to-Face (Other)” when a child is visited at a location other than what is on the pick list (e.g., “work”). The actual location should be entered into the contacts narrative.

The workgroup also suggested that “Face-to-Face (Residential Placement)” be removed. However, this change would require more extensive revisions to OASIS, thus delaying deleting this item from the pick list at this time. “Face-to-Face (Residential Placement)” will be deleted in a future release of OASIS, further simplifying the pick list and increasing the accuracy of data selection.

Data Entry Reminders

Face-to-face contacts **MUST** be entered into OASIS immediately, but no later than 30 days following the contact. Entries entered later than 30 days following the contact cannot be captured in the on-going monthly calculations of Virginia’s overall rate of compliance. Workers should also select “Worker Visit” on the “Purpose” pick list along with any other pick list item that applies, and in the “Comments” text field, summarize the information necessary to communicate that the contact was meaningful.

Future Broadcasts

VDSS will post additional Broadcasts related to the subject of monthly worker visits. Generally, these Broadcasts will cover the following information:

- The application process for securing travel funds to support monthly worker contacts;
- Additional guidance relevant to out-of-state placements; and
- The dissemination to LDSS and the posting on SPARK of the monthly worker contact reports.